## SC DEPARTMENT OF CORRECTIONS -JOB POSTING NOTICE (EOE)-

OPENING DATE: 07/14/15 CLOSING DATE: 07/23/15 (4:30 PM)

SCDC INTERNAL TITLE: ADMIN ASST SCDC POSITION #: 017215

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 01 WORK TIME: 0800 AM - 0400 PM LOCATION: MANNING CORRECTIONAL INSTITUTION, COLUMBIA (RICHLAND) LEVEL 1

STATE JOB TITLE: ADMINISTRATIVE ASSISTANT STATE JOB CLASS: AA75

BAND: 04 SALARY RANGE \$ 026139 - \$ 048361 SPECIAL INCENTIVE: NO

LEVEL: D SALARY RANGE \$ 029408 - \$ 046527 SCEIS POSITION #: 61019689

STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND WORK EXPERIENCE THAT IS DIRECTLY
RELATED TO THE AREA OF EMPLOYMENT. A BACHELOR'S DEGREE MAY
BE SUBSTITUTED FOR THE RELATED WORK EXPERIENCE.

## AGENCY PREFERRED QUALIFICATIONS:

FOUR (4) YEARS OF RESPONSIBLE CLERICAL, SECRETARIAL OR ADMINISTRATIVE EXPERIENCE. REQUIRES EXPERIENCE IN THE USE OF CRT AND/OR PERSONAL COMPUTER.

## DESCRIPTION OF DUTIES:

PROVIDES ADMINISTRATIVE SUPPORT FOR THE WARDEN, ASSOCIATE WARDEN AND ALL OTHER FUNCTIONAL AREA SUPERVISORS AS REQUIRED. PREPARES AND COMPILES GENERAL AND SPECIAL REPORTS AS REQUIRED. DELEGATES APPROPRIATELY AND SUPERVISES DAILY OFFICE SCHEDULE. RESEARCHES AND RESPONDS TO WRITTEN AND ORAL REQUESTS/COMPLAINTS FROM INMATES, RELATIVES, ATTORNEYS, ETC. MAINTAINS A CENTRAL FILING SYSTEM. SERVES AS BACKUP TO THE INSTITUTIONAL COMPLIANCE PROCESS. RECEIVES OFFICE SUPPLIES AND EQUIPMENT AS NECESSARY.

## COMMENTS

MUST ATTEND SCDC BASIC TRAINING